

Chapter 3

Commitment Control Budget Entry

Chapter Overview

This chapter will demonstrate how to enter Budgets using Commitment Control as well as how to post budget transactions, perform budget transfers.

3.1

Chapter Objectives

By the end of this chapter, you will be able to:

- Enter a Commitment Control Budget.
- Perform a Commitment Control Budget Transfer.
- Post a Commitment Control Budget Transaction.
- Delete a Commitment Control Budget Transaction.

Commitment Control Budget Entry

PeopleSoft applications give you the ability to enter budgets through many avenues including through PeopleSoft Budgeting, Projects, and third-party applications or through Commitment Control Budget Entry.

Steps to complete Commitment Control Budget Entry

- Enter budget journal header.
- Enter budget journal lines.
- Post budget journal.

3.2

Budget Entry Header

The header page contains the information that uniquely identifies the budget journal — Business Unit, Journal ID, and Journal Date. The page also contains options that determine the Commitment Control Ledger the budget will apply to and whether the budget is an Original or Adjustment budget.

Navigation

Commitment Control >> Budget Journals >> Enter Budget Journals

3.3

The screenshot displays the 'Budget Entry Header' page in the ENCOMPASS system. The page is divided into several sections. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Header' tab is active. Below the tabs, there are fields for 'Unit' (00050), 'Journal ID' (NEXT), and 'Date' (10/16/2007). To the right of these fields are links for 'New Window', 'Help', 'Customize Page', and 'Help'. Below these fields, there are fields for '*Ledger Group' (APPROP), 'Fiscal Year' (2008), and 'Period' (4). To the right of these fields are fields for '*Currency' (USD), 'Rate Type' (CRRNT), 'Exchange Rate' (1.00000000), and 'Cur Effdt' (10/16/2007). Below these fields, there are fields for 'Control ChartField' (Fund Code), 'Budget Header Status' (None), and 'Budget Entry Type' (Adjustment). To the right of these fields are fields for '*Currency' (USD), 'Rate Type' (CRRNT), 'Exchange Rate' (1.00000000), and 'Cur Effdt' (10/16/2007). Below these fields, there are fields for 'Parent Budget Options' (Generate Parent Budget(s), Use Default Entry Event, Parent Budget Entry Type) and 'Long Description' (Budget adjustment). At the bottom of the page, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. On the left side of the page, there is a menu with various options including 'Billing', 'Accounts Receivable', 'Accounts Payable', 'Asset Management', 'Banking', 'VAT and Intrastat', 'Commitment Control', 'Define Control Budgets', 'Define Budget Security', 'Budget Journals', 'Enter Budget Journals', 'Enter Budget Transfer', 'Mass Delete Budget Journals', 'Allotment System Upload', 'Post Control Budget Journals', 'Review Budget Activities', 'Close Budget', 'Budget Reports', 'Review Budget Check Exceptions', 'General Ledger', 'Allocations', 'SCM Integrations', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Government Resource Directory', 'Worklist', 'Tree Manager', and 'Reporting Tools'.

GLSC 3.01

Ledger Group	When adding a new journal, a lookup is available to select the ledger group for the budget ledger to which this entry is directed.
Budget Entry Type	For budget entries using the Enter Budget Journals page these values are available: Select Original if this is an original budget entry being made for the first time. (generally these entries for APPROP, ALLOT, and ALLOT_CTRL are only made by the State Budget Agency) Select Adjustment if this is an adjustment to an original budget amount. For budget transfers using the Enter Budget Transfer page these values are available: Select Transfer Adjustment if this is a subsequent transfer of an adjustment to an original budget amount.

GLT 3.01

Budget Entry Lines

Use the Budget Entry Lines page to record the amounts that make up the budgets journal—these are one-sided entries meaning that they only contain debits or credits, but not both. SpeedTypes, which will be addressed later in the course, can be used in budget entries.

3.4

ENCOMPASS

Home Worklist Add to Favorites Sign out

New Window | Help | Customize Page |

Budget Header Budget Lines Budget Errors

Unit: 00050 Journal ID: 0000643650 Date: 10/16/2007 Budget Header Status: None

*Process: Post Journal Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Account	Bud Ref	Set Options	Entry Event	Currency Amount
<input type="checkbox"/>	1	APPROP_BD		Speed Type	10020	E29999	2008	Set Options		USD 50,000.000
<input type="checkbox"/>	2	APPROP_BD		Speed Type	10020	E19999	2008	Set Options		USD 150,000.000

Lines to add 1 Journal Line Copy Down From Line To Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
2	0.000	200,000.000

Save Return to Search Notify Refresh Add Update Display

Budget Header Budget Lines Budget Errors

GLSC 3.02

Notifying a Budget Analyst to Post a Budget Entry

Users will have the ability to enter budget transactions to the APPROP, ALLOT_CTRL and ALLOT Budget Ledgers, but cannot post these same budget transactions. Once a budget journal has been created the journal will need to be posted, only Budget Analyst's may post Budget entries to the APPROP, ALLOT, and ALLOT CTRL ledger groups.

To notify a Budget Analyst to post the budget entry, the user needs to be inside the budget journal to be posted. Next select the Notify button; which will result in the navigation to a subpage to e-mail a request entry directly from the Budget Entry component to the budget analyst. The Budget Analyst will then login to the system review and post the budget entry. For the ORG and REVEST budget ledgers the independent agencies may post the budget entries.

3.5

GLSC 3.03

Notify

Budget Errors Page

The Budget Errors tab will show which, if any, budget journal lines are in error as well as give a link to the line containing the error. The page shot below displays a Commitment Control Budget Entry item has errors and to check the Entry Log for additional details.

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Budget Header | Budget Lines | **Budget Errors**

Unit: 00050 Journal ID: 0000642631 Date: 09/24/2007 Budget Header Status: Error

Header Errors Customize | Find | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

Line Errors Customize | Find | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors

GLSC 3.04

Independent Activity

Provided by the Instructor

Commitment Control Budget Transfers

Commitment Control gives you the ability to make budget transfers within a single ledger group and business unit. Budget Transfers let you make monetary transfers from one account to another.

Steps to complete Commitment Control Budget Transfers

- Enter budget transfer journal header.
- Enter budget transfer journal lines.
- Post budget transfer journal.

3.7

Budget Transfer Header

The Budget Transfer header page looks exactly like the Budget Journal entry header page. The page contains the information that uniquely identifies the budget transfer journal — Business Unit, Journal ID, and Journal Date. The page also contains options that determine the Commitment Control Ledger the budget will apply to and whether the budget is an Original or Adjustment transfer budget.

Navigation

Commitment Control >> Budget Journals >> Enter Budget Transfer >> Click Add a New Value
>> Business Unit = 00050 >> Journal ID = NEXT >> Journal Date = Today's Date

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Budget Header | Budget Lines | Budget Errors

Unit: 00050 Journal ID: 0000643668 Date: 10/16/2007

*Ledger Group: APPROP Fiscal Year: 2008 Period: 4

Control ChartField: Fund Code *Currency: USD

Budget Header Status: None Rate Type: CRRNT

*Budget Entry Type: Transfer Original Exchange Rate: 1.00000000

Cur Effdt: 10/16/2007

Budget Type: Expense

Parent Budget Options

☐ Generate Parent Budget(s)

☐ Use Default Entry Event

Parent Budget Entry Type: [Dropdown]

Long Description:

Transfer Budget

Save | Return to Search | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors

GLSC 3.05

Budget Transfer Lines

Once again the Budget Transfer lines page is eerily similar to the Budget Journal lines page, please be careful when selecting pages that the appropriate component has been identified. Use the Budget Transfer Lines page to record the amounts that make up the budgets transfer—these are one two sided entries, meaning that they should balance with debits equaling credits.

In order to process a Budget Transfer reduces the budget from one funds account and transfers it to another funds account. Notice on the page below that \$20,000 has been transferred from Account E19999 in Fund 10020 in Budget Reference 2008 and transferred to account E29999 in Fund 10020 in the same Budget Reference.

3.9

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Budget Header | Budget Lines | Budget Errors

Unit: 00050 Journal ID: 0000643658 Date: 10/16/2007 Budget Header Status: None

*Process:

Lines

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Account	Bud Ref	Set Options	Currency	Amount
<input type="checkbox"/>	1	APPROP_BD		<input type="text" value="Speed Type"/>	10020	E19999	2008	<input type="button" value="Set Options"/>	USD	-20,000,000
<input type="checkbox"/>	2	APPROP_BD		<input type="text" value="Speed Type"/>	10020	E29999	2008	<input type="button" value="Set Options"/>	USD	20,000,000

Lines to add: From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	20,000,000	20,000,000

Budget Header | Budget Lines | Budget Errors

GLSC 3.06

Budget Transfer Errors Page

The Budget Transfer Errors page will display which, if any, budget transfer lines are in error as well as gives a link to the line containing the error.

3.10

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | help

Budget Header | Budget Lines | Budget Errors

Unit: 00050 Journal ID: 0000643668 Date: 10/16/2007 Budget Header Status: None

▼ Header Errors Customize | Find | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				No journal headers are marked in error.

▼ Line Errors Customize | Find | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					No journal line between line 1 and line 2 is marked in error.

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

GLSC 3.07

Notifying a Budget Analyst to Post a Budget Transfer

Users will have the ability to enter budget transfers to the APPROP and ALLOT Budget Ledgers, but cannot post these same budget transactions. Once a budget transfer has been created the journal will need to be posted, only Budget Analyst's may post budget transfers to the APPROP, ALLOT, and ALLOT CTRL ledger groups.

To notify a Budget Analyst to post the budget transfer, the user needs to be inside the budget journal to be posted, next select the Notify button, this will result in the navigation to a subpage to e-mail a request entry directly from the Budget Entry component to the Budget Analyst. The Budget Analyst will then login to the system review and post the budget entry. For the ORG and REVEST budget ledgers the independent agencies may post the budget entries.

3.11

The screenshot displays the ENCOMPASS Budget Journal interface. The left sidebar contains a menu with options like 'Accounts Receivable', 'Accounts Payable', 'Asset Management', 'Banking', 'VAT and IntraStat', 'Commitment Control', 'Define Control Budgets', 'Define Budget Security', 'Budget Journals', 'Enter Budget Journals', 'Enter Budget Transfer', 'Mass Delete Budget Journals', 'Allotment System Upload', 'Post Control Budget Journals', 'Review Budget Activities', 'Close Budget', 'Budget Reports', 'Review Budget Check Exceptions', 'General Ledger', 'Allocations', 'SCM Integrations', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Government Resource Directory', and 'Worklist'. The main window shows the 'Budget Header' tab selected. The header section includes 'Unit: 00050', 'Journal ID: 0000643668', 'Date: 10/16/2007', and 'Budget Header Status: None'. Below this is a table for 'Budget Lines' with columns: Delete, Line, Ledger, Budget Period, Speed Type, Fund, Account, Bud Ref, Set Options, Currency, and Amount. Two lines are visible: Line 1 (APPROP_BD, 10020, E19999, 2008, USD, -20,000,000) and Line 2 (APPROP_BD, 10020, E29999, 2008, USD, 20,000,000). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify' (highlighted with a blue circle), and 'Refresh'. A blue arrow points from the 'Notify' button to the text 'Notify' on the right side of the page.

GLSC 3.08

Notify

Independent Activity

Provided by the Instructor

Deleting Budget Journals

The Commitment Control features allows for the deletion of budget journals that have not been posted.

The mass deletions are based on the Business Unit and Detail Ledger Group. You can select individual unposted journal entries or select all not posted journal entries for deletion.

Navigation

Commitment Control >> Budget Journals >> Mass Delete Budget Journals

>> Business Unit = 00050 >> Ledger Group = APPROP >> Click

ENCOMPASS

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

- Asset Management
- Banking
- VAT and Intrastat
- Commitment Control
 - Define Control Budgets
 - Define Budget Security
 - Budget Journals
 - Enter Budget Journals
 - Enter Budget Transfer
 - Mass Delete Budget Journals
 - Allotment System Upload
 - Post Control Budget Journals
 - Review Budget Activities
 - Close Budget
 - Budget Reports
 - Review Budget Check Exceptions
- General Ledger
- Allocations
- SCM Integrations
- Set Up Financials/Supply Chain
- Enterprise Components
- Government Resource Directory
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Mass Delete Commitment Control Budget Journals

*Unit: 00050 *Ledger Group: APPROP Journal ID: Journal Date From: Date To:

ChartField Search Criteria: Customize | Find | First | 1 of 1 | Last

ChartField Name: ChartField Value:

Search Mark All UnMark All Delete

Process	Show Jnl	Journal ID	Journal Date	Lines	Budget Header Status
	Show Jnl	0000643226	10/09/2007	1	N
	Show Jnl	0000643357	10/09/2007	1	N
	Show Jnl	0000643492	10/15/2007	1	N
	Show Jnl	0000643494	10/15/2007	1	N
	Show Jnl	0000643506	10/15/2007	1	N

Save Notify Refresh

GLSC 3.09

Commitment Control Posting Checklist

Commitment Control performs the following checks when attempting to post a Budget Journal.

1. Edits the budget journal entries to make sure they meet the rules established on the Control Budget Definition and Budget Attributes pages.
2. Creates offset lines for the budget journal.
3. If budget check fails the system will mark the journal as having errors (E) but not posted which indicates that it has passed the edits but has not posted to the ledger.
4. If there are no errors, the system will post the budget journal directly to the detail ledger group (i.e.APPROP).

3.13

Posting Budget Journals

The Commitment Control Posting process can be completed using two different methods.

1. Post Budget Journals immediately by clicking the process button.
2. Post Budget Journals in a batch process from the Budget Posting Request page.